

Login to your OnTrack account any time, from any location, using your Pace User ID and Password credentials

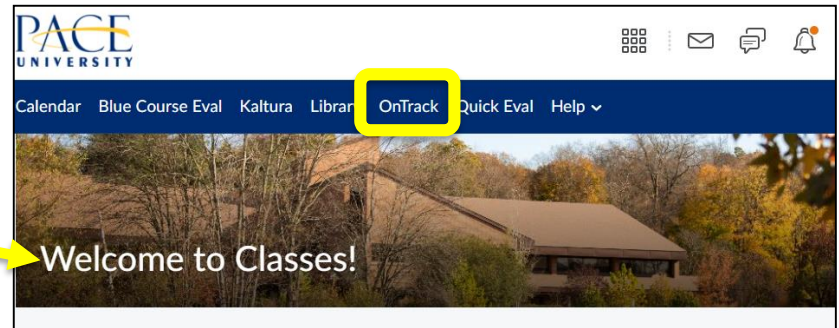
Access the OnTrack login page in your **Classes** account.

or

Through your **MyPace Portal** account in the **Faculty menu** and listed under the **Faculty Resources** menu on the lower right corner.

or

Access the login link through the [OnTrack website](#).



5 Ways to Use OnTrack in Your Role as an Instructor at Pace:

1. Respond to **Academic Progress Report (APR)** requests at the designated points of the semester.
2. Raise **Flags** for students in your course(s) who appear to be struggling; Flags can be raised at **any time of the semester**.
3. Use the **Kudos** feature to recognize a student's good work or improvement; Kudos can be shared at **any time of the semester**.
4. Raise the **Risk of Withdrawing from the University** Flag when a student indicates she/he ***MAY*** be considering transferring or has shared concrete plans to transfer out of Pace.
5. Optional Attendance Tracking and Online Appointment Scheduling features.

Some General Reasons to Raise a Flag for a Student in OnTrack

- **Absences** from scheduled class meetings.
- **Failure to submit homework** or assignments.
- **Poor performance** on quizzes or tests.
- **Lack of participation** or engagement.

Kudos can also be shared through OnTrack to recognize a student's good work and/or improvement.

Access the main menu in OnTrack and select the “Students” menu

The screenshot shows the OnTrack web application interface. At the top, there is a blue header bar with the 'OnTrack' logo on the left and a search bar on the right labeled 'Search for Students'. Below the header is a row of six buttons: 'Office Hours', 'Appointment', 'Group Session', 'Scheduling Wizard', 'Reserve Time', and 'Record Attendance'. A yellow box with the number '1' highlights the hamburger menu icon (three horizontal lines) in the top left corner. A yellow arrow points from this icon to a dropdown menu that appears below it. This menu has a blue header with a profile picture of a dog and the text 'Your Name'. Below the header are four options: 'Home', 'Appointments', 'Students', and 'Services'. The 'Students' option is highlighted with a yellow box and a yellow box with the number '2'. At the bottom of the menu is a link for 'Privacy Policy'.

1. Click on the “hamburger” menu in the upper left corner (three parallel lines) to display your **OnTrack menu**.
2. Select “**Students**” from the menu.

General navigation in the "Students" menu for Instructors

The screenshot shows the 'OnTrack' interface. At the top is a blue header with a hamburger menu icon and the text 'OnTrack'. To the right of the header is a search bar with the placeholder text 'Search for Students'. Below the header is a navigation bar with four tabs: '1 MY STUDENTS' (highlighted in orange), '2 TRACKING', '3 ATTENDANCE', and '4 PROGRESS REPORT'. Below the navigation bar is a toolbar with icons for 'Flag', 'Refer', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. Below the toolbar is a search and filter section. It includes a search box with the placeholder 'Student Name, Username, or ID' and a 'Go' button. To the right of the search box are three dropdown menus: 'Connection' (set to 'All My Students'), 'Term' (set to 'Spring 2020'), and 'Cohort' (empty). To the right of these dropdowns is an 'Additional Filters' section with an 'Add Filters' button. Four black arrows point from the numbered callouts below to the corresponding tabs in the navigation bar.

1. My Students: access your **course roster(s)** for the **semester**.
Remember to **select the specific "Term" (e.g., Spring 2020) and then the associated **course title/CRN** in the "Connection" box to access your roster.

2. Tracking: access a summary of the **Flags** and **Kudos** you have raised for the students in your course(s) through OnTrack.

3. Attendance: optional tool available in OnTrack to record student attendance in your course(s).

4. Progress Report: access and respond to APRs on this tab ***only* during scheduled APR reporting periods**.
A number will appear in parentheses beside "Progress Report" indicating the total number of APRs you are being asked to complete during each of the three formal APR reporting periods.

Access Your Course Roster

The screenshot shows the OnTrack interface with the following elements:

- Top Navigation Bar:** OnTrack logo, search bar (Search for Students), and tabs for TRACKING, ATTENDANCE, and PROGRESS REPORT.
- Left Sidebar:** MY STUDENTS (highlighted with a yellow circle and labeled 1), Flag, Referral, To Do, Kudos, Success Plan, Message, Note, Download.
- Main Content Area:**
 - Search:** Student Name, Username, or ID (with a Go button).
 - Connection:** All My Students (highlighted with a yellow circle and labeled 3).
 - Term:** Spring 2020 (highlighted with a yellow circle and labeled 2).
 - Cohort:** (empty dropdown).
 - Additional Filters:** Add Filters button.
 - Table:** Columns for Name, Phone, and Cell Phone. The first row is highlighted with a yellow circle and labeled 3, showing "Mindfulness and Cultural Intelligence" with CRN "CHP 180 22237".

1. Use the **"My Students"** menu to access your **course(s) for the semester** and the associated **class roster(s)**.

2. Select the **specific semester** from the **"Term"** menu (e.g., Spring 2020).

3. Select the **course title/CRN** from the **"Connection"** menu to view your **class roster*** and currently enrolled students.

*Student course registration information (Add/Drop and Withdrawals) is updated nightly in OnTrack.

Raise a **Flag** or **Kudos** for an Individual Student at **ANY TIME**

Click on the student's name from your class roster view to open their OnTrack folder and raise Flags/Kudos from within their folder:

The screenshot displays the 'Student Name' interface in the OnTrack system. At the top, there are buttons for 'Flag' (highlighted with a yellow box) and 'Kudos' (also highlighted with a yellow box). Below these are buttons for 'Message', 'Note', 'Appointment', and 'File'. The left sidebar contains a navigation menu with options like 'Overview', 'Info', 'Success Plans', 'Courses', 'Tracking', 'Meetings', 'Notes', and 'Network'. The main content area shows 'Student Information' with a 'CAMPUS: New York City' dropdown and 'Active Flags' for the current term. Two modal windows are open: 'Raise Flag for Student Name' and 'Create Kudos for Student Name'. The 'Raise Flag' modal shows a dropdown menu with options: 'Academic Concern', 'Attendance Concern', and 'Behavioral Concern'. Each option includes a description and a FERPA disclosure notice. The 'Create Kudos' modal shows a dropdown menu with options: 'Keep Up the Good Work', 'Kudos', and 'Showing Improvement'. Each option includes a description and a FERPA disclosure notice. Both modals have 'Never Mind' and 'Save' buttons. A black arrow points from the 'Kudos' button in the top navigation bar to the 'Create Kudos' modal window.

Student Name

Flag To-Do Kudos Message Note Appointment File

Student Information

CAMPUS: New York City

Active Flags
Active Flags for courses in the active term

Raise Flag for Student Name

Never Mind Save

* Flag

Course Context

Comment

Academic Concern
THIS FLAG AND YOUR COMMENTS ARE SENT TO THE STUDENT. Raise this when you have a concern regarding a student's academic performance in your course. EXAMPLES include: Lack of participation, missing or late assignments, low test or quiz scores.
* Disclosable under FERPA

Attendance Concern
THIS FLAG AND YOUR COMMENTS ARE SENT TO THE STUDENT. Raise this when a student is not attending your class regularly.
* Disclosable under FERPA

Behavioral Concern
THIS FLAG AND YOUR COMMENTS ARE *NOT* SENT TO THE STUDENT. Raise this flag when you have a concern regarding a student's behavior. EXAMPLES include a student showing significant signs of a change in demeanor or appearance or perhaps has shared family or personal concerns that are impacting

Permissions: A tracking

* Required fields

Create Kudos for Student Name

Never Mind Save

* Kudos

Course Context

Comment

Keep Up the Good Work
THIS FLAG AND YOUR COMMENTS ARE SENT TO THE STUDENT. Raise this Kudos for a student who is performing well.
* Disclosable under FERPA

Kudos
THIS FLAG AND YOUR COMMENTS ARE SENT TO THE STUDENT. Raise this general Kudos for a student and ENTER YOUR OWN, PERSONALIZED COMMENTS.
* Disclosable under FERPA

Showing Improvement
THIS FLAG AND YOUR COMMENTS ARE SENT TO THE STUDENT. Raise this Kudos when a student is showing improvement.
* Disclosable under FERPA

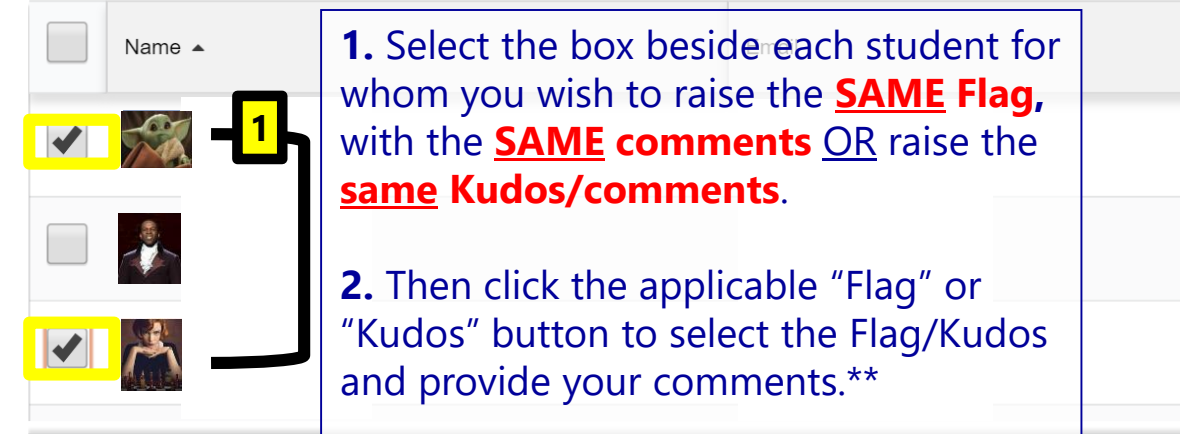
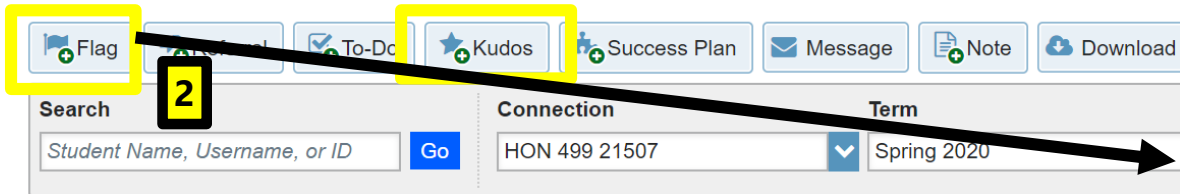
Permissions: A tracking

* Required fields

≡ OnTrack

TRACKING

ATTENDANCE

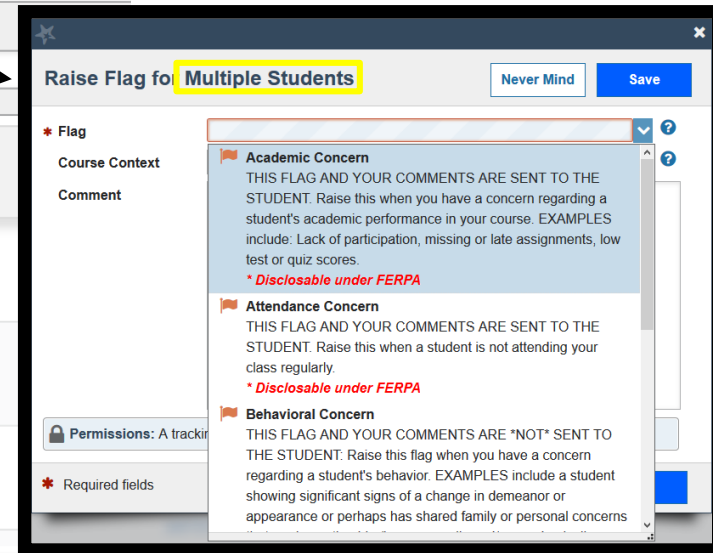


Selected: 2

1. Select the box beside each student for whom you wish to raise the **SAME Flag**, with the **SAME comments** OR raise the **same Kudos/comments**.

2. Then click the applicable “Flag” or “Kudos” button to select the Flag/Kudos and provide your comments.**


****Remember, ALL students selected will receive the same comments you write.**



What Happens After An Instructor Raises a Flag or Kudos in OnTrack?

- For **Academic** and **Attendance Concerns**, the **student** will receive an e-mail notification of the concern, including any comments the Instructor has provided. The student's **Advisor** will also receive an e-mail notification about the concern and is asked to connect with the **student to provide additional support and guidance**.
- For **Kudos**, the student will receive an e-mail notification of the Kudos, **including any comments the Instructor has shared**.

Sample OnTrack Email Alert to STUDENT for Attendance or Academic Concern:

 OnTrack at Pace: Attendance Concern in Introduction to Microbiology

Action Items + Get more apps

Dear Rachel,

An Attendance Concern has been shared for you by Professor Yasmin Gold in Introduction to Microbiology (BIOL101-003-FA2014).

It is very important that you take action to address this concern with your Instructor as soon as possible so that you can connect with the support available to you and work to improve and succeed in this course.

Included below are the comments your Instructor has shared regarding this concern:
Rachel missed 3 classes this month.

Again, please be sure to follow-up and discuss this concern with your Instructor as soon as possible and connect with your First Year Advisor or your Success Advisor (confirm through "My Success Network" in [OnTrack](#)) and campus Support Services if you are in need of additional help or guidance.

Our best wishes to you in your efforts toward academic improvement.

Confirm a Student's Advisor

Flag Referral To-Do Kudos Message Note Appointment

Overview Info Success Plans Courses Tracking Meetings Notes Network

Search

Name

Connection Success Advisor

Term Ongoing

Go

Select All Deselect All Email Selected

Advisor's Name Success Advisor/First Year Advisor

Assigned Items: 0

Advisor's Name Success Advisor/First Year Advisor

Assigned Items: 0

1. Open the student's folder in OnTrack and select "**Network**" from the side menu.
2. Select "**Ongoing**" from the **Term** drop-down menu (Advisor connections to students in OnTrack are not bound by a specific term, but rather an ongoing connection that can span several terms); then select "**Success Advisor**" OR "**First Year Advisor**" from the **Connection** drop-down menu.
3. The student's Advisor information will display, including the Advisor's Pace email and phone number should you need to contact them.

****If no Advisor information appears in OnTrack, the student's program/school has not assigned an Advisor to the student at this time; please contact the respective Advising area for assistance.**

Some General Tips and Reminders

- **Google Chrome** and **Firefox** web browsers tend to provide the best user experience for OnTrack.
- You can quickly search for one of your students in OnTrack using any of the following criteria:
 - **U#/Student ID**
 - **Last Name**
 - **First Name**
 - **Partial name (a minimum of 3 letters)**
- Student's **PREFERRED NAME** is used and displayed in OnTrack (and in Classes).
- OnTrack is updated on a nightly basis and reflects changes or updates to student records and registrations (i.e., Add/Drop or Withdrawal) as of approximately 10pm the prior night.

Questions?

Please feel free to contact:

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Please also visit the Pace [OnTrack website](#) for information and resources!

For General OnTrack Support:

<http://help.pace.edu>

Email: pacehelpdesk@pace.edu

Pace Help Desk: 914.773.3333